InsightSolutions
Healthcare IT Professionals

EMIS WEB
Basic Clinical System
User Guide

For the Locum GP
& Clinicians

InsightSolutions
Healthcare IT Professionals

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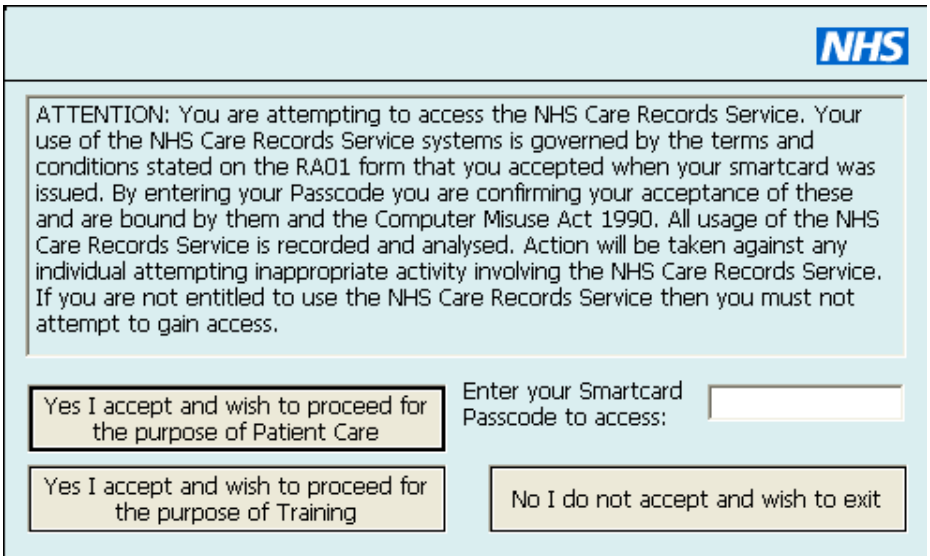
Getting Started with EMIS Web

Logging into EMIS Web

EMIS Web users use a smart card to log in to the system. Your smart card must be authorised by the relevant organisation in order to gain access to the system.

Insert your smart card into the card reader. Enter your PIN.


NHS
ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RA01 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access.
Yes I accept and wish to proceed for the purpose of Patient Care
Enter your Smartcard Passcode to access:
Yes I accept and wish to proceed for the purpose of Training
No I do not accept and wish to exit

If you have more than one role, select the appropriate role.

Double-click on the EMIS Web icon on the PC Desktop.

The EMIS Web home page will be displayed.

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emisWeb
Username:
Password:
Enter your password
Organisation Id:
Enter your Organisation Id
Sign in
Close
Ver: 3.1.7.11 (Microsoft Windows NT 5.1.2600 Service Pack 3)
Having problems? View our Status Page
Copyright © Egton Medical Information Systems 1988-2011. All rights reserved. Computer Misuse act 1990. Unauthorised access to this system is an offence. The authors and reviewers have sought to provide accurate data and indices for this software. EMIS accepts no responsibility for errors or omissions. EMIS Web, Mentor and the drug database are not diagnostic tools. Their use cannot replace clinical judgement. Logging in to the software and using the information will be taken as your acceptance of this.

If you do not have a Smart Card the relevant organisation may allow you access to the system with a User Name & Password.

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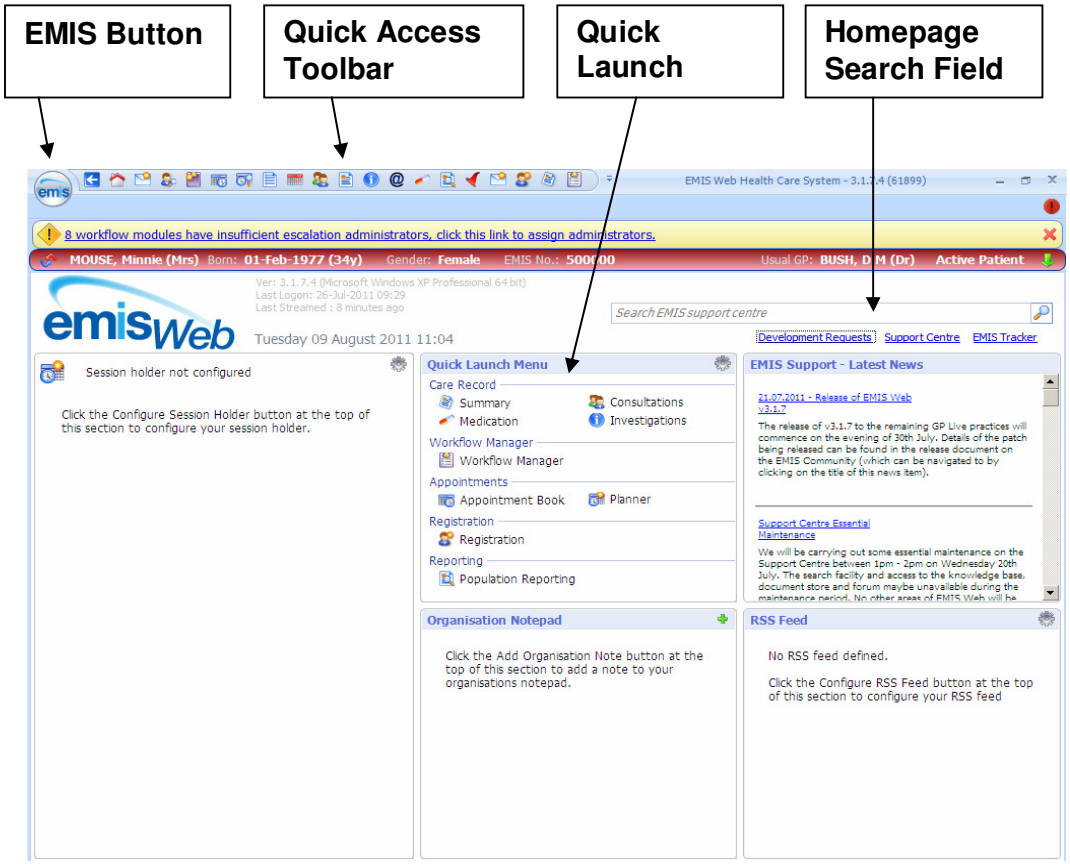
EMIS Web Home Screen


EMIS Button
Quick Access Toolbar
Quick Launch
Homepage Search Field
EMIS Web Health Care System - 3.1.7.4 (61899)
8 workflow modules have insufficient escalation administrators, click this link to assign administrators.
MOUSE, Minnie (Mrs) Born: 01-Feb-1977 (34y) Gender: Female EMIS No.: 500000 Usual GP: BUSH, D M (Dr) Active Patient
emisWeb
Tuesday 09 August 2011 11:04
Search EMIS support centre
Development Requests
Support Centre
EMIS Tracker
Session holder not configured
Click the Configure Session Holder button at the top of this section to configure your session holder.
Quick Launch Menu
Care Record
Summary
Consultations
Medication
Investigations
Workflow Manager
Workflow Manager
Appointments
Appointment Book
Planner
Registration
Registration
Reporting
Population Reporting
EMIS Support - Latest News
Organisation Notepad
Click the Add Organisation Note button at the top of this section to add a note to your organisations notepad.
RSS Feed
No RSS feed defined.
Click the Configure RSS Feed button at the top of this section to configure your RSS feed

Ref: EMIS Web Home Screen

Navigating EMIS Web

There are a number of ways to access modules in EMIS Web;

- Clicking the EMIS button, and then using the drop list to select the required module.
- Using the quick access toolbar.
- Clicking a link in a module section in the Quick Launch Menu.
- Pressing ALT and using the keyboard shortcut keys.

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Using the EMIS button

You can use the EMIS button from any part of EMIS Web to quickly access any module. The EMIS button is located in the top left-hand corner of the screen. Clicking the EMIS button displays a drop list; using the drop list you can select and access any module.

Using the Quick Access Toolbar

Use the quick access toolbar, located across the top of the EMIS Web screen beside the EMIS button, to add shortcuts for the areas of EMIS Web that you most commonly use. These shortcuts enable you to access the required area of the system in one click.

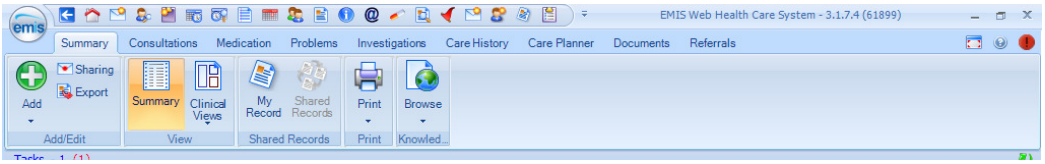
Quick access toolbar default options

The Quick Access Toolbar has four default options, which cannot be deleted. These options are described in the following table:

Option	Use to
Back	Move back to the previously displayed screen.
Home	Display the EMIS Web homepage.
Screen Messaging	Display the Send Screen Message screen.
Patient Find	Display the Patient Find screen.

Using the ribbon

The ribbon is located across the top of all EMIS Web module screens. Using the ribbon you can quickly access all areas of the module you are using. Each ribbon is divided into sections that contain a set of grouped options.



Ref: EMIS Web Ribbon

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Function Keys

Function keys are situated along the top the keyboard. Function keys provide direct access to different modules of EMIS Web. The table below lists the function keys and their uses.

F1	Access Help files
F2	Access Workflow Manager
F3	Summary Screen
F4	Find Data
F5	Find Patient
F6	Consultation History
F7	Investigation Reports
F8	File
F9	Medication
F10	Appointments
F11	Investigation Values
F12	Protocol Launcher

Finding a Patient

You can find a patient on EMIS Web in several different ways.

Select the EMIS Button & then Find Patient.

From the Quick Access toolbar, click .

On the keyboard, press F5.

The Patient Find screen is displayed.

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The Patient Précis

When you have selected a patient, the patient précis is displayed below the ribbon on each EMIS Web screen that you view.

The following information about the active patient is displayed;

- Name
- Date of birth
- Age
- Gender
- NHS No
- Usual GP
- PDS Status

You may expand the patient précis to view further information, by clicking anywhere in the patient précis.

- Address, with hyperlink to Google Maps & other patients in household
- Contact Information, telephone numbers
- Patient Type & Patient Number
- Practice Warnings
- Patient photo, if uploaded.

Appointment Quick View

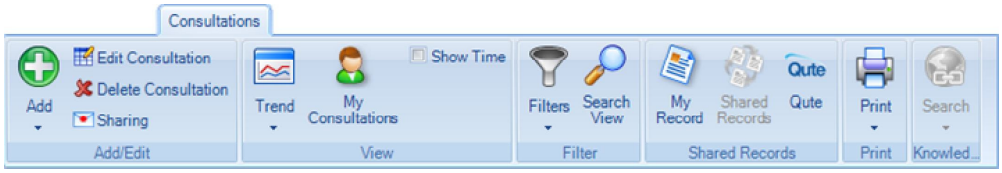
Press F10 & the Appointment Quick View screen is displayed, showing all your appointments for today. Highlight the patient's name & click Send In at the bottom of the window to send the patient in.

Recording a Consultation

If the consultation screen is not displayed, click on the EMIS Button, point to Care Record, and then select Consultations.

Consultations Overview

On the Consultations ribbon, click Add and select GP Consultation. A new consultation is opened and the Consultation Properties screen is displayed.



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